

**POSITION DESCRIPTION
DIRECTOR OF YOUTH MINISTRY
KENT PRESBYTERIAN CHURCH**

Revised 7-15-09

RESPONSIBILITIES:

- Teach Sr. High Sunday School.
- Lead Sr. High weekly youth group.
- Prepare and lead Wednesday evening Jr. and Sr. High activities. In consultation with the pastor, staff person may choose to focus on either evangelism or discipleship.
- Encourage and lead students to participate in worship.
- Meet monthly with the Youth Ministry Team for planning.
- Communicate regularly with students in an effective and relevant manner regarding youth ministry activities/events. (Communication modes may include, but are not limited to: bulletin announcements, on-screen announcements, Presbyterian Press articles, website, outdoor sign, Facebook, Twitter, text message, email and telephone.)
- Communicate regularly with parents in an effective and relevant manner regarding youth ministry activities/events.
- Communicate to congregation in an effective and relevant manner regarding youth ministry events/activities.
- Communicate to Session via a monthly written report.
- Participate in staff meetings.

TERMS OF EMPLOYMENT:

- Approximately 10 hours/week and year-round employment.
- The Director of Youth Ministry shall be granted 2 Sundays vacation annually (with full salary), years 1 through 9; 3 Sundays annually, years 10 through 19; 4 Sundays thereafter. The Director of Youth Ministry will provide assistance in finding substitutes to teach Sunday School and lead Youth activities for vacation time.
- The Director of Youth Ministry shall be allowed up to 3 additional "unpaid" Sundays off per year.
- A salary, agreed upon by both parties, shall be provided semi-monthly.

ACCOUNTABILITY:

- Supervision will be provided by the Pastor/Head of Staff.
- Evaluation will be conducted quarterly the first year of employment, and annually thereafter, by the Pastor/Head of Staff, along with the Youth Ministry Team Leader.
- Pay increases are to be contingent upon review of annual evaluation by Personnel Committee.